

# Printing Goals and Job Duties

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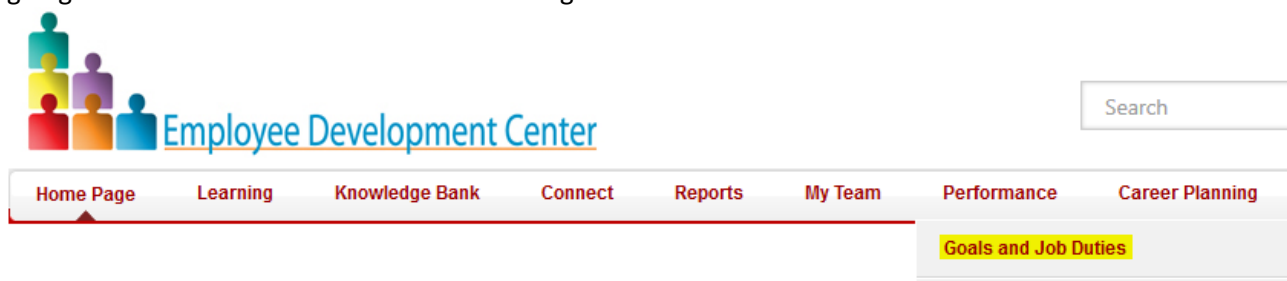
## OVERVIEW

This guide walks through grabbing a print-off a copy of your own or your team member's goals and job duties.

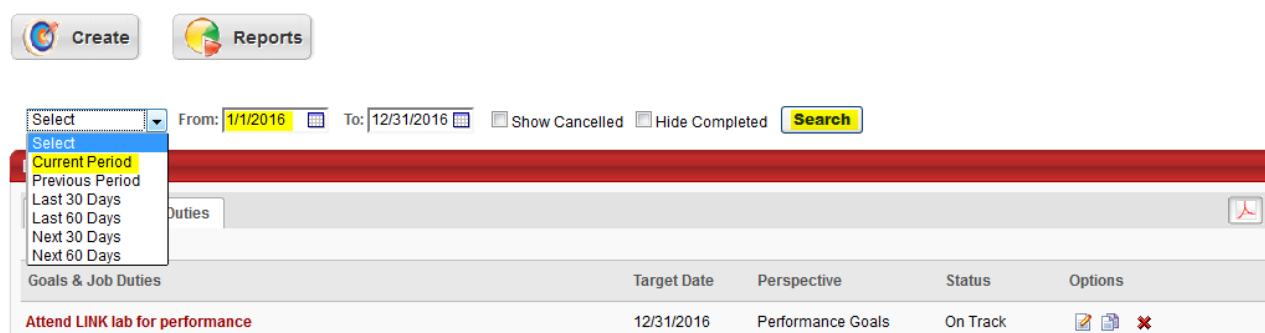
## PRINTING YOUR OWN GOALS AND JOB DUTIES

To get a copy of your own goals and job duties follow the steps below.

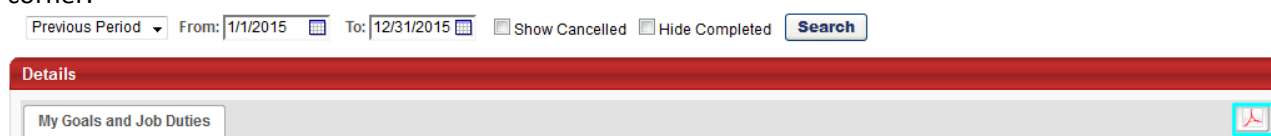
1. Log into the Employee Development Center at [Nebraska.csod.com](http://Nebraska.csod.com). Access your goals and job duties page by going into the Performance menu and choosing Goals and Job Duties:



2. This page will show goals and job duties active during the current year only; to view and print earlier goals and job duties use the drop down menu above the red Details bar to select Previous Period or enter dates manually and click search:



3. To print the goals and job duties that are showing up on the page, click the Export to PDF icon in the top-right corner:

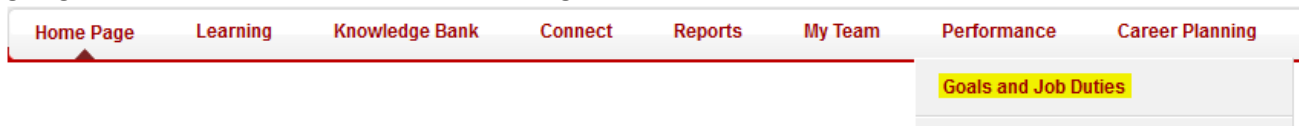


This will download a PDF copy of the goals and job duties on the page that can be printed.

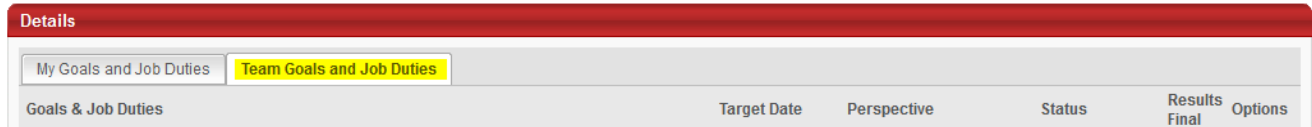
## PRINTING A TEAM MEMBER'S GOALS AND JOB DUTIES

Follow the instructions below to access a printable copy of one of your team member's goals and job duties.

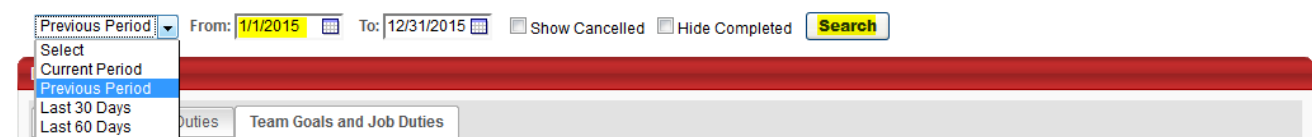
1. Log into the Employee Development Center at [Nebraska.csod.com](http://Nebraska.csod.com). Access your goals and job duties page by going into the Performance menu and choosing Goals and Job Duties:



2. Choose to show team members' goals and job duties by clicking the Team Goals and Job Duties tab:



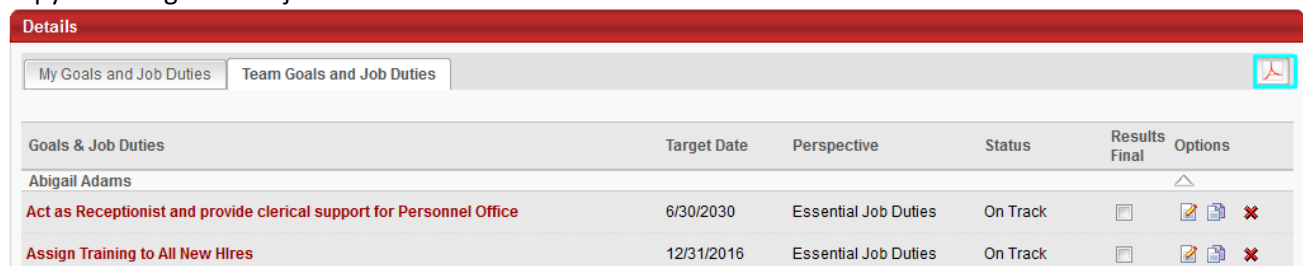
3. Initially this page only shows goals and job duties for the current year only; to view and print earlier goals and job duties use the drop down menu above the red Details bar to select Previous Period or enter dates manually and click search:



4. Under the Team Goals and Job Duties you'll see a list of your team members that have goals/job duties active during the time period set above (if someone isn't showing up they don't have goals and job duties during that period). Click the small white arrow to the right of their name to expand out their goals and job duties:



5. With the list of the team member's goals and job duties showing, click the Export to PDF icon to download a copy of their goals and job duties:



## LINK HELP DESK CONTACT INFORMATION

If you have questions or need your logon info, please contact the LINK help desk. The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center

Email: [as.linkhelp@nebraska.gov](mailto:as.linkhelp@nebraska.gov)

Phone: 402.471.6234

Employee Development Center